

STATE OF CALIFORNIA  
California Victim Compensation Board  
Rev. 01/22



## DUTY STATEMENT

<b>EMPLOYEE</b> Vacant		<b>RPA # / JOB CONTROL #</b> 22-112	
<b>POSITION NUMBER</b> 040-430-5393-XXX	<b>CLASSIFICATION</b> Associate Governmental Program Analyst	<b>WORKING TITLE</b> Business Services Analyst	
<b>DIVISION</b> Administration	<b>SECTION/UNIT</b> EOSS/Business Services Unit	<b>CBID</b> R01	<b>WWG</b> 2
<b>WORK DAYS</b> Monday – Friday	<b>WORK HOURS</b> Supervisor Discretion	<b>TENURE</b> Permanent	<b>TIME BASE</b> Full-time

### CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

### DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

**Our Mission:** CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

**Our Vision:** CalVCB helps victims of crime restore their lives.

### EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

<b>EMPLOYEE'S NAME (Print)</b> Vacant	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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### SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**GENERAL STATEMENT**

Under the direction of the Staff Services Manager I in the Business Services Unit, the Associate Governmental Program Analyst (AGPA) independently performs the more difficult, complex technical and analytical work related to Contracts, Procurements, Asset Management, Records Retention, and Forms Management. The incumbent must be able to effectively and efficiently carry out assigned tasks independently or with minimal supervision, exercise good judgment, have strong communication skills, work in a team environment, work well under pressure, and meet short deadlines.

Full-time telework is not available for this position. Incumbent will be required to work a hybrid schedule.

<b>% OF TIME PERFORMING DUTIES</b>	<b>DUTIES</b>
30%	<p><b><u>ESSENTIAL JOB FUNCTIONS:</u></b></p> <p><b>Contracts and Procurements</b>            Develops, prepares and coordinates the more complex contract and procurement documents using competitive and leveraged procurement methods. Develops and prepares informal and formal bid solicitations of all types. Administers the bid process and determines successful bidders in accordance with bid specifications, Public Contract Code (PCC), Government Code (GC), State Administrative Manual (SAM) and the State Contracting Manual (SCM). Determines if/when a non-competitive bid justification is required and ensures proper approvals are received. Utilize the Fi\$Cal system to enter contracts and procurement documents. Works with control agencies, CalVCB management, and CalVCB staff regarding contract and procurement related issues. Evaluates unique situations and make recommendations on properly defining needs and developing effective scopes of service. Independently develops, maintains and updates procedural manuals as required under PCC and SCM, including but not limited to Non-IT and IT Purchasing Manuals, Request for Offer/Quote Guidelines, Formal Solicitation Guidelines. Analyzes and monitors Department of General Services (DGS), SCM, Fi\$Cal requirements and various statutes, regulations, and codes, and incorporate into CalVCB's Purchasing Policies and Procedures Manual. Provides ongoing assistance and training to CalVCB staff relating to contracts and procurements. Training includes, but is not limited to, developing scope of work, procurement methods, and contract management.</p>
20%	<p><b>Asset Management</b>            Responsible for the tracking of CalVCB's tangible and intangible IT and Non-IT assets. Performs transactions on assets in Fi\$Cal including assigning asset identification numbers, cost adjustments, asset transfers, and asset dispositions. Reconciles assets and asset expenditures with the Information Technology Division (ITD) and Accounting Unit, and independently resolves any discrepancies as required. Designates assets in Fi\$Cal upon receipt of product. Annually reconciles the Fi\$Cal Asset Management module to verify the value of assets balance with the Accounting Unit. Independently performs asset adjustments in Fi\$Cal on asset transactions to confirm the financial information for the asset matches with the purchase order. Creates and presents information as needed to CalVCB staff using tools including but not limited to Microsoft Power Point, Microsoft Teams, and Microsoft Excel. Collaborates, develops, and implements department-wide asset management policies and operational standards in accordance to State Administrative Manual (SAM) and Government Codes (GC).</p>

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20%	<p><b>Forms Management</b></p> <p>Serves as Assistant to CalVCB's Forms Management Coordinator. Responsible for the implementation of CalVCB's forms management program and acts as liaison between CalVCB and DGS. Establishes and maintains processes to comply with state mandates and policies such as the ongoing systems of controls for forms developed and maintained. Provides ongoing assistance and training to Department Forms Coordinators (DFCs) and the Public Affairs and Outreach Unit. Reviews policies, procedures, and disseminates forms information to CalVCB staff. Reviews and coordinates the approval of internal forms. Maintains an inventory of all CalVCB forms and annually works with DFCs to update forms.</p>
15%	<p><b>Records Retention</b></p> <p>Serves as CalVCB's Records Management Coordinator. Responsible for CalVCB's records management program and acts as liaison between CalVCB and the Department of General Services (DGS) State Records Center (SRC), Secretary of State (SOS) California Records and Information Management (CalRIM), and other control agencies. Provides ongoing assistance and training to Division Records Management Assistant Coordinators relating to records management best practices, in accordance with the State Records Management Act. Training includes, but is not limited to, conducting records inventory, creating, modifying and approving Record Retention Schedules (RRS), submitting Records Transfer Lists (TL), and performing an annual disposition of records. Attends CalRIM Records Management Coordinators meetings and CalRIM sponsored forums. Reviews policies, procedures, and disseminates records information to CalVCB staff to as received by CalRIM ensure CalVCB remains compliant with the State's Records Management Program. Evaluates and analyzes expiring RRS and renews all RRS at least one (1) year prior to their expiration date. Coordinates the creation of new RRS with CalVCB programs. Trains and assists CalVCB Divisions when drafting RRS to include all required information including specifics on the records created, an accurate description of each record and series, and the time period the record shall be retained. Independently researches statutes, codes, and regulations to ensure the records retention periods are in compliance with California law and legislation. Reviews and coordinates the approval of the disposition of records stored at SRC in collaboration with CalVCB Staff. Regularly schedules shredding events for staff to dispose of records not stored at the SRC.</p>
10%	<p><b>Report, Policy, and Procedure Development/Implementation</b></p> <p>Independently researches, analyzes, and develops various reports, policies, and procedures relating to complex Business Services Unit functions. Independently analyzes and develops key performance indicators for contracts, procurement, facility and Business Services processes and develops various management reports. Consults with CalVCB staff in the formulation of Business Service-related policies and procedures. Independently identifies areas for process improvement and makes recommendations to management on various Business Service activities.</p>
5%	<p><b><u>MARGINAL JOB FUNCTIONS:</u></b></p> <p><b>Others</b></p> <p>As a subject matter expert, develops and maintains desk and user manuals for the Business Services Unit functions. Completes and submits various mandated reports and information from control agencies and from within CalVCB. Participates in staff meetings and work on special projects as assigned. Other duties as needed.</p>

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**DESIRABLE QUALIFICATIONS**

- Experience in initiating, tracking and finalizing procurement documents and contracts, including evaluation of competitive bids and the review and edit of contract terms, conditions, and scope of work as appropriate.
- Experience in asset management, including assigning asset identification numbers, cost adjustments, asset transfers, and asset dispositions.
- Experience with records management, including but not limited to archive, tracking and retrieval of historical documents.
- Experience in forms management, including creating and coordinating forms for both internal and external use.
- Experience in the development of reports, policies, and procedures.
- Experience in the implementation of new procedures with a group of internal customers, such as another division or office within the same organization.
- Ability to apply and interpret policies, regulations, and laws.
- Experience operating a computer using desktop software programs such as: Microsoft Word, Microsoft Publisher, Excel, Outlook, Adobe Acrobat Pro DC, and Microsoft Teams.
- Ability to take and follow verbal or written direction from supervisors/managers.
- Relevant training and experience development that directly support the duties in the duty statement, such as the DGS Procurement certification, Secretary of State Records Retention, Asset Management Training, Fi\$cal contracts module system training, or any other classes that support the role.

**PERSONAL CHARACTERISTICS and EXPECTATIONS**

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

**PHYSICAL ABILITIES**

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.